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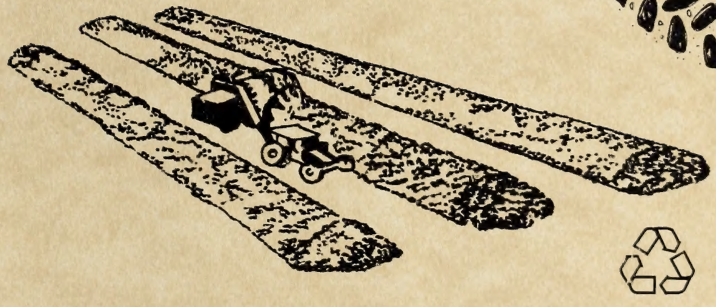
MUNICIPAL WASTE FACILITY OPERATOR CERTIFICATION GUIDELINES

Landfill and Composting Operators



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MUNICIPAL WASTE MANAGEMENT FACILITY OPERATOR CERTIFICATION GUIDELINES

Alberta
ENVIRONMENT

Alberta Municipal Waste Management Facility

Operator Certification

PROGRAM SUMMARY

Part I Program Synopsis

A. Authorization

Alberta environmental legislation requires that landfill facilities and compost facilities have a specified number of certified operators to supervise the day to day operation. The operating approval for each facility and these guidelines will specify certified operator requirements.

B. Facilities Requiring Certified Operators

The Alberta Environmental Protection and Enhancement Act, Waste Control Regulation (Summarized in Appendix I) indicates which activities and facilities are required to be approved or registered under the Act, and thereby, which facilities require Certified Operators.

For the purposes of this Operator Certification Program, these facilities are broken into two categories which are outlined below. This is a summary only, detailed definitions can be found in the appropriate parts of the legislation noted above or in the following guidelines.

Category 1 - Municipal Landfills. Waste management facilities that serve a municipality, including municipally owned, commercial or private facilities.

Category 2 - Compost Facilities. Waste management facilities that decompose non-hazardous waste through a controlled bio-oxidation process that results in a stable humus like material, not including a residential composter.

C. Facility Classification

The level of certification required by the designated operator/manager is the same as the classification of the facility, i.e., a Class II-A landfill requires a designated operator certified at Level II-A.

Facilities are classified by the Municipal Program Development Branch. A classification review may be done at the request of the facility owners or authorized representative. Facilities are classified according to the following table:

Facility	Based Upon	A	B	C	D
Class II Landfill	Tonnes/year	Over 50,000	10,000-50,000	2,000 - 10,000	Under 2,000
Class III Landfill	Tonnes/year	Over 50,000	10,000 - 50,000	2,000 - 10,000	Under 2,000
Class I Compost	Tonnes/year	over 20,000	500 - 20,000	under 500	
Class II Compost	Tonnes/year	over 20,000	500 - 20,000	under 500	

Note: The Municipal Program Development Branch Head may adjust the classification of a facility if he has reason to believe that the classification system does not reflect the actual complexity of the facility.

D. Types of Certificates Available

1. Municipal Certificate. This certificate is issued when an operator meets all of the education, experience and examination requirements of the Program. Operators may retain Municipal Certificates while working in the appropriate facilities, assuming all renewal criteria are met.

2. Conditional Certificate. Two types of conditional certificates may be issued, one for the program implementation period and the other for temporary purposes.

- Program Implementation (grandfathering) certificate. This certificate is issued on application to any operator working in an appropriate facility for a minimum of one year and will only be issued until September 1, 2001. The certificate will be restricted to the facility being operated and will be designated with "CR" preceding the certificate number.

- Temporary Conditional Certificate. This certificate (letter) may be issued to the operator designated by the owner or manager as the responsible person as required by the Operating Approval or these guidelines in accordance with the waste control regulations. A Conditional Certificate will be valid for the designated facility only. Conditional certification is considered only when there is no other alternative for the facility owner to meet the requirements of the Operating Approval or the Certification Guidelines. Conditional Certificates are intended to be issued only on a temporary basis. Applications for conditional certification must be submitted jointly by the applicant and the facility owner (or authorized representative). Conditional Certificates will have one or more conditions attached that MUST be met in order to keep the certificate valid.

Part II Obtaining Certification

An operator must meet the following education and experience requirements before applying to write the certification exam and becoming certified.

A. Certification Prerequisites

Certification		A	B	C	D
Class II Landfill	Education Experience (years)	12 3	12 2	12 1	*3 CEUs *1
Class III Landfill	Education Experience (years)	12 2	12 2	11 1	*3 CEUs *1
Class I Compost	Education Experience (years)	12 2	11 1	*3 CEUs *1	
Class II Compost	Education Experience (years)	11 1	11 1	*3 CEUs *1	

Storage Site (transfer station/attendant)

- Voluntary - no certification exam (currently)
- Training – 0.5 CEU (Continuing Education Unit) and course completion certificate

Note: High School diploma or Alberta GED (General Education Development Diploma) is considered Grade 12.

*Indicates that certification may be required at the discretion of the Municipal Program Development Branch Head.

B. Procedure for Obtaining Certification.

1. Meet the requirements of Table 1, above.
2. Submit an application for certification prior to the **deadline**.
3. Write and pass the appropriate certification exam.

Note: If an operator fails the exam, a rewrite can be scheduled after 6 months. Refer to section 6.3 of these guidelines for details.

Alberta Municipal Waste Management Facility

Operator Certification Guidelines

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SECTION 1 - PROGRAM INTRODUCTION

The Municipal Waste Management Operator Certification Program is an integral part of Alberta's long range comprehensive waste management plan. For the purposes of the program, a Municipal Waste Management Facility is a facility that serves a Municipality and may include private, commercial or municipally owned facilities.

The Alberta Environmental Protection and Enhancement Act, Waste Control Regulation was passed in September 1996. Part 3, Section 25, Subsections 1 to 4 state that the listed facilities (Class II or III landfills or Class I or II compost facilities) shall be supervised by a specified number of certified operators during its hours of operation. Normally only one operator, presumably the operator/manager in charge, at a facility is required to be certified at the level of the facility.

The implementation date (when all facilities must be in compliance) for the program, as stated in the Regulation, is September 1, 2001.

As a result of the Regulation, a Certification Program proposal was developed by the Municipal Program Development Branch. Waste Management Facility operator certification programs from other jurisdictions were reviewed to identify how they regulate management issues and certification. The first drafts of the proposed program (discussion paper) were reviewed by Alberta Environment staff and amendments were made in January and February of 1997.

A steering committee, made up of approximately 20 stakeholders, reviewed the proposal in March 1997 and May 1997. Input was also received from delegates at a seminar "New Regulations for Waste Management Facilities" in April 1997.

Program Objectives

The benefits of this certification program are:

- Environmental quality will be enhanced;
- Public health and safety will be protected;
- Regulatory compliance will be assured;
- Operation and maintenance costs will ultimately be minimized;
- Optimum use of Landfill and Composting Facilities;
- Waste reduction objectives are met.

Through the establishment of the Municipal Waste Management Facility Operator Certification Program, municipal solid waste facility operators will attain an improved capability to operate and manage municipal waste management facilities properly and effectively.

SECTION 2 - DEFINITIONS

Act - Refers to the Alberta Environmental Enhancement and Protection Act (AEPEA)

Branch Head - means the Municipal Program Development Branch Head.

Certified Operator - Is a person who holds a valid Certificate of Qualification of the appropriate class under Part 3, section 25 of the Waste Control Regulation.

Continuing Education Unit (CEU) - 1 CEU is 10 contact hours in an organized relevant continuing education experience under responsible sponsorship, capable direction, and qualified instruction as approved by the Certification Advisory Committee.

Director - means the person designated by Ministerial order as Director for the purposes of each of these Regulations.

Experience - operating experience is the time spent working at a waste management facility in satisfactory performance of operation or supervision of persons performing operations duties.

General Education Development (GED) Diploma - is an adult high school diploma equivalent. Information on the GED diploma is available from Alberta Learning.

Grade 12 means a high school diploma or the equivalent as determined by Alberta Education. When necessary, it is the responsibility of the applicant to obtain an evaluation by Alberta Education. A GED Diploma issued by Alberta Learning is considered equivalent to Grade 12.

Minister means the Minister of Alberta Environment.

Operation means the active daily on-site process of ensuring that a facility accomplishes its defined purpose. Operation may include many elements.

Year is defined as one calendar year or 12 consecutive months (except in special circumstances). If it is impossible to determine experience gained in terms of years or 12-month periods, then 1800 hours of operational experience may be considered equivalent to 1 year.

SECTION 3 - FACILITY CLASSIFICATION

The Certification Advisory Committee will make recommendations to the Municipal Program Development Branch Head to classify all Class II and III landfill facilities and Class I and II Compost facilities. Facility classification may also be reviewed upon request of the facility owner or authorized representative.

The classification system is based on the tonnes per year that the facility is authorized to receive, and the type of waste received.

Landfill Facilities: Class II

A. Over 50,000 Tonne/year
B. 10,000 to 50,000 Tonne/year
C. 2,000 to 10,000 Tonne/year
D. under 2,000 Tonne/year

Class III

A. Over 50,000 Tonne/year
B. 10,000 to 50,000 Tonne/year
C. 2,000 to 10,000 Tonne/year
D. under 2,000 Tonne/year

Compost Facilities: Class I

A. Over 20,000 Tonne/year
B. 500 to 20,000 Tonne/year
C. under 500 Tonne/year

Class II

A. Over 20,000 Tonne/year
B. 500 to 20,000 Tonne/year
C. under 500 Tonne/year

Note: Definitions of the Classes of Landfill facilities (II and III) and Classes of Compost Facilities (I and II) can be found in Part 1 (e), (f), (j), and (k) of the Waste Control Regulations in Appendix I of these Guidelines.

SECTION 4 - CERTIFICATION REQUIREMENTS AND RESPONSIBILITIES

4.1 Requirement for Having Certified Operators.

The Environmental Protection and Enhancement Act and the Waste Control Regulations (summarized in Appendix I) require that the day to day operation of all Class II and III landfill facilities and all Class I and II compost facilities be supervised by a specified number of persons who hold valid certificates of qualification for the class and type of facility concerned. The required number of certified operators will be specified either in an Approval or in these Guidelines in accordance with the Waste Control Regulations.

For the purposes of the "program" a Municipal Waste Management Facility is a facility that serves a Municipality and may include private, commercial or municipally owned facilities.

Normally only one operator, presumably the operator/manager in charge, is required to be certified at the level of the facility. The requirement for a certified operator for a Class II or III landfill facility approved for under 2,000 Tonne/year, and a Class I or II compost facility approved for under 500 Tonne/year, will be determined at the discretion of the Municipal Program Development Branch Head.

Facilities that do not serve a municipality, and Class I landfill facilities are not affected by these Guidelines.

4.2 Responsibility of Operators

It is the responsibility of certified operators to know the terms and conditions in the operating Approval and the Certification Guidelines. It is also their responsibility to understand the certification requirements for operators of their facilities as indicated by the Approval, or the Certification Guidelines.

It is required that the chief operator or manager ensure current certification for operators as required by the Certification Guidelines. It is also important that each facility has a contingency plan so that certified operator requirements are met in cases of planned absences (eg., vacation), unplanned absences (eg., illness), or change of staff (eg., retirement).

Certified operators are also responsible to establish or understand contingency plans for each facility that ensure that the requirements, with respect to certified operators, are met at all times.

4.3 Responsibility of Facility Owners

It is the legal responsibility of the owner and/or manager of each facility to be aware of the requirements for certified operators and to ensure that the requirements are met. The Approval or the Certification Guidelines issued by Alberta Environment will designate the minimum number and level of certification of key operations personnel. It is important that facility owners or managers develop an internal program so that substitute or replacement personnel are available when necessary.

SECTION 5 - QUALIFYING FOR CERTIFICATION

5.1 Certificate Types

5.1.1 Municipal Certificate

This is a certificate issued when an operator meets the complete education, appropriate experience and examination requirements of the Certification Program.

5.1.2 Conditional Certificates

Conditional (Grandfathering) Restricted (CR). During the implementation stage of the certificate program, until September 1, 2001, any operator working in a facility for a minimum of one year will, on request, receive conditional (restricted) certification. The certificate will be restricted to the facility being operated and will be designated with an CR preceding the certificate number. If kept current through renewal (see Section 7.3) every three years, a Conditional Restricted certificate will remain valid until the operator is no longer employed at the specified facility or until the renewal is allowed to lapse. Once allowed to lapse, a Conditional Restricted Certificate will become invalid.

Temporary Conditional. Conditional Certification of an operator will be considered when there is no other alternative for the facility owner to meet certified operator requirements. The certificate (letter) is issued only to the operator(s) designated by the owner as the person responsible for the facility, as required by the approval or these guidelines, and is valid only for that facility. A Conditional Certificate is temporary and will be for a specific time period. This allows a facility owner to either hire a fully certified operator or permit an operator to upgrade to the required level. Applications for Conditional Certification must be submitted jointly by the operator applicant and by the facility owner (or representative).

Note: The application forms for the above certificates of qualification may be obtained by contacting the Municipal Program Development Branch, Environmental Sciences Division, Alberta Environment. Sample application forms can be found in Appendix II of these Guidelines.

5.2 Operator Qualifications for Certification

5.2.1. Landfill Facilities

Level II

A. Over 50,000 Tonne/year
- Grade 12 or equivalent
- Three years experience
- Examination

B. 10,000 to 50,000 Tonne/year
- Grade 12 or equivalent
- Two years experience
- Examination

C. 2,000 to 10,000 Tonne/year
- Grade 12 or equivalent
- One year experience
- Examination

D. Under 2,000 Tonne/year
- Training (3 CEUs)
- One year experience
- Certification required at the discretion of the Director

Level III

A. Over 50,000 Tonne/year
- Grade 12 or equivalent
- Two years experience
- Examination

B. 10,000 to 50,000 Tonne/year
- Grade 12 or equivalent
- Two years experience
- Examination

C. 2,000 to 10,000 Tonne/year
- Grade 11
- One year experience
- Examination

D. Under 2,000 Tonne/year
- Training (3 CEUs)
- One year experience
- Certification required at the discretion of the Director

5.2.2 Compost Facilities

Level I

A. Over 20,000 Tonne/year
- Grade 12 or equivalent
- Two years experience
- Examination

B. 500 to 20,000 Tonne/year
- grade 11
- one year experience
- examination

C. Under 500 Tonne/year
- Training (3 CEUs)
- One year experience
- Certification required at the discretion of the Director

Level II

A. Over 20,000 Tonne/year
- Grade 12 or equivalent
- One year experience
- Examination

B. 500 to 20,000 Tonne/year
- Grade 11
- One year experience
- Examination

C. Under 500 Tonne/year
- Training (3 CEUs)
- One year experience
- Certification required at the discretion of the Director

Note: 1 CEU = 10 classroom or contact hours in an approved course

5.2.3 Certificate Upgrading/Progressing

A progression of one certification category (i.e. from a "landfill" IIC to IIB) will be allowed only after becoming certified at the lower level (i.e. IIC). The individual will need to accumulate an additional year of experience, and meet all of the appropriate requirements, including successful completion of the certification exam, at the next level. A maximum of one level of progression (above that of the facility operated) will be allowed.

Note: Progression from one category to a higher category (i.e. IID to IIC) is not required. An individual will apply for certification at the category of the facility where he or she gained their experience (i.e. IIC).

5.2.4 Summary of Education and Experience Requirements

Operator Level		A	B	C	D
Level II Landfill	Education Experience (years)	12 3	12 2	12 1	*3 CEUs *1
Level III Landfill	Education Experience (years)	12 2	12 2	11 1	*3 CEUs *1
Level I Compost	Education Experience (years)	12 2	11 1	*3 CEUs *1	
Level II Compost	Education Experience (years)	11 1	11 1	*3 CEUs *1	

*indicates that certification may be required at the discretion of the director. Substitutions, with limitations, are allowed for both experience and education (See sections 5.3.2 and 5.4.2)

5.3 Experience Requirements

5.3.1 Operating Experience

To qualify to challenge a certification examination, an operator is required to meet the operating experience requirements as listed below:

a). Landfill Facility

Level II Certification:

A. 3 years minimum with limited substitution*
B. 2 years minimum with limited substitution*
C. 1 year minimum
D. 1 year minimum

Level III Certification:

A. 2 years minimum with limited substitution*
B. 2 years minimum with limited substitution*
C. 1 year minimum
D. 1 year minimum

b). Compost Facility

Level I Certification

A. 2 years minimum with limited substitution*
B. 1 year minimum
C. 1 year minimum

Level II Certification

A. 1 year minimum
B. 1 year minimum
C. 1 year minimum

5.3.2 Substitutions for Experience

5.3.2.1 Substitutions of Education for Experience

Where indicated in 5.3.1 post secondary education may be substituted for required experience, but with the limitation that 50 percent of any stated experience requirement must be met by actual on-site operating experience at an appropriate facility.

5.3.2.2 Formal Education Substituted for Experience

School - High School education cannot be credited toward any experience requirement.
Post Secondary - One year of approved relevant formal academic education at the post secondary or college/university level may be substituted for a maximum of one year of operating experience where indicated in 5.3.1.

Note: Education applied in substitutions for an experience requirement cannot also be applied to the education requirement.

5.3.2.3 Operator Training Substituted for Experience

Continuing Education Units - Approved specialized operator training courses, seminars, workshops, technical conferences, etc., may be substituted for operating experience requirements, subject to the minimum experience requirements previously described. Calculation will be based on Continuing Education Units (CEU) with 45 CEUs considered equal to 1 year.

Approved courses are assigned CEUs and a list of such courses is maintained by the Municipal Program Development Branch. Other courses will be evaluated on request and may be assigned CEUs if they are applicable to the Program.

Requests for course evaluation must include the following information:

- sponsor;
- certificate, degree or diploma awarded;
- topics covered;
- hours per topic;
- facilitator or instructor (Name and/or position description - institution programs may provide generic instructor position descriptions).

5.3.3 Other Experience

PARTIAL credit toward operating experience requirements MAY be approved by the Certification Advisory Committee for other related experience. Examples of "related experience" may include work in maintenance, laboratories, different certification categories, other related occupations or trades, etc.

5.4 Education Requirements

5.4.1 Formal Education

5.4.1.1. **High School** - 12 years = High School Diploma or GED.
Grade 11 = Completion of core grade eleven subjects to the satisfaction of the Certification Advisory Committee.

5.4.1.2. **Approved Courses** - The Certification Advisory Committee may approve related or relevant post-secondary programs. These could include degree, diploma and certificate programs from recognized post-secondary institutions. Degrees, diplomas, or certificates from institutions outside of Canada may be compared to similar Canadian programs.

5.4.1.3. **Specialized Training** - Applicants lacking in formal education can take advantage of specialized operator training courses which have been approved by the Certification Advisory Committee and evaluated in terms of CEUs.

Specialized training, such as listed below, will be endorsed by a special sticker attached to a certificate.

- Hydrocarbon handling
- Leachate collection, treatment, monitoring
- Gas extraction
- Recycling
- Asbestos/sulphur disposal

5.4.2. Substitutions for Formal Education

Upon the request of the applicant, the following substitution may be made to the previously listed education requirements:

- A maximum of one year of appropriate experience may be substituted for one year of high school.
- Experience applied towards education shall not be applied toward the experience requirement.

SECTION 6 - EXAMINATIONS

6.1 Qualifying to Write a Certification Exam

Once qualified under the education and experience requirements, an operator must pass an exam approved by the Municipal Program Development Branch Head, in order to be certified. Applicants must apply before the deadline and qualify for the appropriate level and category before writing exams. Exams are available in each of the following categories:

Category	Level				
Landfill	II	A	B	C	D
	III	A	B	C	D
Compost	I	A	B	C	
	II	A	B	C	

6.2 Exam Format

6.2.1. Landfill and Compost Facilities

Each exam consists of 100 multiple choice questions drawn from an exam bank. The exam banks for composting and landfill facilities were developed from competency profiles and occupational analyses. The analyses were developed jointly by Alberta Environment, Northern Alberta Institute of Technology, Olds College and a number of operators and stakeholders in Alberta. Exam questions make up the following critical tasks for the respective categories:

6.2.2. Landfill Facilities Critical Tasks

- Site Management
- Environmental Monitoring to Meet Regulatory Requirements
- Waste Handling
- Waste Screening
- General Site Maintenance and Operations
- Scale Operation
- Equipment Operation
- Site Administration
- Safety
- Public Relations
- Transfer Stations

6.2.3. Compost Facilities Critical Tasks

- Feedstock Management
- Health and Safety
- Site Management
- Regulatory Compliance
- Chemistry and Ecology of Composting
- Process Control
- Equipment Operation
- Quality Control
- Information Management
- Communications
- Public Relations
- Marketing

To obtain certification the examinee must obtain a mark of 70% on the exam being written. Examination sessions are scheduled by the Municipal Program Development Branch Head. Candidates must apply to take an examination before the scheduled deadline for each exam session. (The deadlines are **approximately** 45 days before the scheduled exam date.) There must be a period of at least one-year between the time an operator writes an exam at one level and the time the operator can write another exam in the same category at the next level, i.e., IIB and IIA.

6.3 Rewrites of Certifications Exams

If a candidate does not pass a certification exam, a rewrite is possible after at least 6 months with the following restrictions:

a. A candidate who is unsuccessful in an examination attempt may, on request, rewrite the exam at least 6 months, but not more than one year, after the unsuccessful attempt. After one year, a new application will be required.
b. A candidate is eligible for a maximum of two rewrites following the initial attempt.
c. Should a candidate be unsuccessful in their third or subsequent attempt at an exam, they must submit a complete new application showing the acquisition of at least five relevant CEUs since the last attempt.

Note: All, current education and experience criteria must be met at the time of a new application.

SECTION 7 ISSUANCE AND RENEWAL OF CERTIFICATES

7.1 Initial Certification

Once the applicant has met the minimum requirements of the Program and has passed the appropriate exam, the Branch Head will issue a certificate. The certificate will indicate the name of the individual and the initial date of Certification. Specifics such as the Category and Level of Certification will be indicated on the certificate as well as the type of certificate referred to in section 5.1

7.2 Certificate Upgrading

A progression of one certification category (i.e. from a "landfill" IIC to IIB) will be allowed only after becoming certified at the lower level (i.e. IIC). The individual will need to obtain an additional year of experience and meet all of the appropriate requirements, including successful completion of the certification exam at the next level. A maximum of one level of progression (above that of the facility operated) will be allowed.

Note: Progression from one category to a higher category (i.e. IID to IIC) is not required. An individual will initially apply for certification at the category of the facility where their experience was obtained.

7.3 Certificate Renewal

Certificates will be renewed every three years to ensure that the individual continues to meet program requirements in a fashion satisfactory to the Municipal Program Development Branch Head. To justify renewal, an operator must indicate, on the renewal form, the amount of working time spent in "operations" over the previous three years, and should identify and verify any additional education completed or continuing education programs taken during the three year period. Operating duties must be shown in each category indicated on the renewal application. Verification of the operational duties by a supervisor or municipal official is required.

Failure by an operator to remain active in the appropriate Class of facility (or other experience approved by the Certification Advisory Committee) for at least 30 percent of the time during a three year renewal period will mean automatic denial of certificate renewal. The certificate will then become **inactive**.

An inactive certificate may be reactivated upon application within three years of the date it became inactive if the applicant has

a) changed job duties, or
b) obtained a new job, or received a job offer in the appropriate class of facility.

After a certificate has been inactive for more than three years, application may be made for renewal. A minimum of six months of current, applicable experience is required. The applicant must meet all current certification criteria and the Municipal Program Development Branch Head may require re-examination.

Failure to furnish the required information on a renewal application will constitute grounds for refusal to renew.

Certificates will be valid as long as the holder uses reasonable care, judgement, and knowledge in the performance of operational duties.

No certificate will be valid if obtained or renewed through fraud, deceit, or the submission of inaccurate qualification data.

7.4 Conditional Certificates

Conditional Restricted Certificates (CR)

Issued only until September 1, 2001, if kept current through renewal every three years, a Restricted Conditional (see section 5.1.2.) certificate will remain valid until the operator is no longer employed at the specified facility or until the certificate is allowed to lapse.

Temporary Conditional Certificates

Conditional Certificates (letter) are NOT renewable. If a conditional certificate expires, a new Application for Conditional Certification is required, and a new Conditional Certificate with new conditions may be issued.

7.5 Reciprocity

Certificates may be issued at a comparable level, without examination, to any person who holds operator certification from any province, or equivalent certifying authority if, in the judgement of the Certification Advisory Committee, the requirements for certification of operators under which the person's certificate was issued do not conflict with the requirements of the Alberta Certification Program and are of a standard not lower than the requirements of the Alberta Program.

7.6 Revocation

The Branch Head shall cancel or suspend a certificate if:

- the person to whom the certificate was issued has contravened the Environmental Protection and Enhancement Act or Regulations under the Act;
- it is found that the person has practised fraud or deception;
- reasonable care, judgement or the application of the operator's knowledge or ability was not used in the performance of operation duties;
- the individual is incompetent or unable to perform prescribed duties properly;
- for any other reason the individual is no longer qualified to operate a municipal or waste management facility.

7.7 Appeals

In the event that an individual believes that these guidelines have been misinterpreted, applied inequitably, or special circumstances have not been considered, then the following appeal process may be used:

a). Written appeal to the Certification Advisory Committee c/o the Certification Section, Municipal Program Development Branch;
b). Verbal presentation to the Certification Advisory Committee;
c). Written appeal to the Municipal Program Development Branch Head.

SECTION 8 - CERTIFICATION ADVISORY COMMITTEE

8.1 Certification Advisory Committee Members

Members of the Certification Advisory Committee are appointed by the Minister or his designate to provide review and recommendations concerning the Certification Program.

The Advisory Committee consists of the following Representatives:

- one representative from the Municipal Program Development Branch, Environmental Sciences Division, Alberta Environment representing the Certification Program.
- at least one municipal government employee in a managerial position (not elected) responsible for municipal waste management facilities.
- one representative of the Solid Waste Association of North America (SWANA).
- at least one faculty member of a post secondary institution where that person conducts training related to municipal solid waste facility operations.
- four active operating personnel with representation from both landfill and composting categories.
- one Regional Approvals representative from, Alberta Environment
- one other person at the discretion of the Minister or his designate.

The maximum number of members on the Certification Advisory Committee is 12. The Chairman of the Certification Advisory Committee is appointed by the Minister or designate from among the Committee members. A quorum for meetings is six members.

The committee members serve three-year terms which are staggered so that at least two of the positions will expire each year. Committee members may be re-appointed.

8.2 Duties of the Certification Advisory Committee

The Committee meets, as required by the Municipal Program Development Branch Head, to make recommendations on the following items:

a) certification program policy;
b) applications for certification;
c) facility classifications;
d) applications for certification renewal;
e) certification examinations;
f) evaluation of specific training/education with respect to the Program;
g) experience and education relevance; and
h) other matters that may be requested.

APPENDIX I

SUMMARY OF APPLICABLE LEGISLATION

Appendix I
Summary of Applicable Legislation

The Alberta Legislation that regulates the Certification of Landfill and Compost Facility Operators is the Environmental Protection and Enhancement Act and it Regulations.

Excerpts from the Act and Regulations have been included here for convenience of reference. The original Act and Regulations as published in the Alberta Gazette, should be consulted for purposes of official interpretation.

Copies of the Act and Regulations may be obtained from Queens Printer Book Store at the following addresses:

Publication Services
11510 Kingsway Avenue
EDMONTON, AB, T5G 2Y5

Publications Services
Main Floor, McDougall Centre
455 - 6TH Street SW
CALGARY, AB, T2P 4E8

A. Definitions

Approval means an approval issued under this Act in respect of an activity, and includes the renewal of an approval.

Certificate of Qualification means a certificate of qualification issued under section 78 of the Act, and includes the renewal of such a certificate.

Certified Operator is a person who holds a valid Certificate of Qualification of the appropriate class issued under section 25 of the Waste Control Regulations.

Director means the person designated by Ministerial order as Director for the purposes of each of these Regulations.

Class I Compost Facility means a waste management facility where waste, not including hazardous waste, is decomposed through a controlled bio-oxidation process that results in a stable humus-like material, but does not include a residential composter;

Class II Compost Facility means a waste management facility where only vegetative matter or manure are decomposed through a controlled bio-oxidation process that results in a stable humus-like material, but does not include residential composter;

Class II Landfill means a landfill for the disposal of waste not including hazardous waste;

Class III Landfill means a landfill for the disposal of waste

(i) that is solid and
(ii) that, on disposal in a landfill is not reasonably expected to undergo physical, chemical or biological changes to such an extent as to produce substances that may cause an adverse effect, and includes but not limited to demolition debris, concrete, asphalt, glass, ceramic materials, scrap metal and dry timber or wood that has not been chemically treated, but does not include hazardous waste;

Code of Practice means the latest edition of the Code of Practice published by the Department for an activity referred to in this Regulation;

Dispose, when used with respect to waste at a landfill, means the intentional placement of waste on or in land as its final resting place;

Hazardous Waste means waste that has one or more of the properties described in Schedule 1, but does not include those wastes listed in Schedule 2 of the Alberta Environmental Protection and Enhancement Activities Act, Designation Regulations.

Landfill means a waste management facility at which waste is disposed of by placing it on or in land, but does not include a land treatment facility, a surface impoundment, a salt cavern, or a disposal well;

Minister means the Minister of Environment.

Person Responsible for a facility of any kind under this Regulation means

(i) the owner or previous owner of this facility
(ii) every person who has or has had charge, management or control of the facility or any portion of the facility
(iii) any successor, assignee, executor, administrator, receiver, receive-manager, or trustee of a person referred to in subclause (i) or (ii), and
(iv) a person who acts as a principal or agent of a person referred to in subclauses (i), (ii) or (iii);

Waste means any solid or liquid material or product or combination of them

(i) that is intended to be treated or disposed of, or
(ii) that is intended to be stored and then treated or disposed of,

but does not include oilfield waste or recyclables;

Waste Management Facility means a facility for the collection, storage, treatment, or disposal of waste.

B. Environmental Protection and Enhancement Act (EPEA)

The following sections of EPEA pertain to waste management for the purposes of these Guidelines:

76. No person shall commence or continue any activity or the use of anything designated by the regulations as an activity or thing in respect of which a certificate of qualification is required unless that person holds the appropriate certificate of qualification.

77(1) An application for certificate of qualification shall be made to the Director in accordance with the regulations.
(2) The Director may require an applicant for a certificate of qualification to submit any additional information the Director considers necessary.

78(1) The Director may issue or refuse a certificate of qualification in accordance with the regulations.
(2) The Director may issue a certificate of qualification subject to any terms and conditions the Director considers appropriate.
(3) The terms and conditions of a certificate of qualification may be more stringent, but may not be less stringent, than applicable terms and conditions provided for in the regulations.
(4) A certificate of qualification is valid for the term prescribed in the regulations.

79(1) The Director may in accordance with the regulations
(a) amend a term or condition in a certificate of qualification or add a term or condition to or delete a term or condition from a certificate of qualification if the Director considers it appropriate to do so,
(b) cancel a certificate of qualification if the Director considers that it is appropriate to do so,
(c) correct a clerical error in a certificate of qualification, or

(d) cancel a certificate of qualification on application of the person who holds the certificate of qualification.

(2) The Director shall give notice in writing to the holder of a certificate of qualification at least 30 days in advance of making an amendment, addition or deletion under subsection (1)(a).

80(1) If required by the regulations, an applicant for, or a holder of, an approval, a certificate of qualification or a certificate of variance shall provide financial or other security and carry insurance in respect of the activity or thing to which the approval or certificate of qualification relates.

(2) Subsection (1) does not apply to the Government or a Government agency.

81(1) The Minister may make regulations:

(c) designating activities or things or classes of activities or thing in respect of which a certificate of qualification is required, and specifying the kind of certificate of qualification that is required;

(d) respecting the procedure for the submission of applications for approvals and certificates of qualification and amendments to approvals and certificates of qualification, the form and content of the applications, the conditions required to be met by applicants and the kind of plans and specifications that must accompany applications;

(e) providing for the acceptance of certificates and qualifications from other jurisdictions as equivalents to certificates and qualifications required under this Act; and

(f) establishing the administrative and referral procedures by which applications for approvals and certificates of qualification and amendments to approvals and certificates of qualification may be dealt with.

82(1) The Lieutenant Government in Council may make regulations:

(a) respecting the terms and conditions on which approvals and certificates of qualification may be granted and to which they are subject;

(b) prescribing the length of time for which approvals and certificates of qualification may be issued and permitting the Director to issue an approval or certificate of qualification for a shorter period of time than prescribed in the regulations;.

C. Waste Control Regulation

Except where this Regulation provides otherwise, the person responsible for a landfill or composting facility shall ensure that this Regulation is complied with. Section 25 (1) states that

(1) the person responsible for a Class II or Class III landfill or Class I or Class II compost facility shall ensure that the facility is supervised by the specified number of certified operators during its hours of operation;

(2) A certified operator may have one or more assistants who may supervise the facility in his temporary absence; and

(3) The person responsible for a Class II or Class III landfill or Class I or Class II compost facility shall notify the Director in writing of the names of all certified operators and their assistants and any change in any of the certified operators or their assistants within 30 days of the change;

(4) Subsections (1), (2) and (3) do no apply until September 1, 2001

APPENDIX II
APPLICATION FORMS

APPLICATION INSTRUCTIONS FOR CONDITIONAL CERTIFICATION

ALBERTA ENVIRONMENT
MUNICIPAL WASTE MANAGEMENT OPERATOR CERTIFICATION PROGRAM

GENERAL

This form should be used for Conditional certification (temporary "C") applications as well as grandfathering (CR) Applications until December 31, 2001, only. It is to be used only for applications for Conditional certification under the Alberta Environment Municipal Waste Management Operator Certification Program. It is intended that Conditional (temporary "C") certification NOT be renewed.

To receive full credit for all education and experience, the form MUST be filled out completely and all necessary support documentation must be attached.

PART I

This section is to be completed by the applicant.

SECTION A

The information is necessary if personal files are to be complete. Please fill it out completely. Type or print clearly.

SECTION B - EDUCATION AND TRAINING

A copy of a transcript of marks, or a diploma, degree or certificate MUST be provided for the highest level completed.

The Alberta Department of Education will provide a transcript of marks if a request is sent to:

Transcripts
Alberta Learning
2nd Floor East, 11160 Jasper Avenue
Edmonton, Alberta
T5K 0L2

Tel: (780) 427-5732

A list of all related courses must be attached if they are to be considered. Proof of completion MUST be attached. Continuing Education Units (CEUs) will be given for the courses that have been reviewed by Alberta Environment. Other courses must have complete descriptions attached for review. Course descriptions must include instruction hours, sponsoring group, instructor, and a course outline.

SECTION C - SUMMARY OF EXPERIENCE

This section MUST be completed in detail. The applicant must describe job duties in the applicable areas of Landfill and/or Composting Operations. Include hours per day and % of time spent operating in each area. Applications that are not complete or are not signed by a supervisor WILL be returned.

PART II

This section is to be completed by the current employer when applying for temporary (C) certification.

SECTION A

Give a complete description of all facilities to be operated under the conditional certificate. Describe the level and type of facilities as well as location.

SECTION B

Describe the duties of the operator in question including level of responsibility and authority, immediate supervisor and the scope of the position. Outline the various areas that the individual will be working in.

SECTION C

If the application is for a "temporary conditional" certificate please outline the reasons why the operator is NOT applying for full certification. Conditional (C) certification is temporary. Conditional certification may be granted only in exceptional cases, where a special need can be demonstrated.

SECTION D

Normally a Conditional Certificate would be for a specific time period to allow a municipality to either hire a fully certified operator, or to permit them to get an operator upgraded to the required level. This section allows the municipality to outline their proposed "plan" to ensure compliance with legal certification requirements. The Municipal Program Development Branch Head will review the plan and take it into consideration when specifying the conditions for certification.

Please mail the completed application to:

Certification Section
Municipal Program Development Branch
Environmental Sciences Division
Alberta Environment
5th Floor, 9820 - 106 Street
Edmonton, AB, T5K 2J6
Fax: (780) 427-5204

APPLICATION FORM FOR CONDITIONAL CERTIFICATION

ALBERTA ENVIRONMENT

MUNICIPAL WASTE MANGEMENT FACILITY OPERATOR CERTIFICATION PROGRAM

NOTE: Part I, Sections A, B, and C are to be completed by the operator applicant.

PART I

TYPE OR PRINT ALL INFORMATION (if more space is required, please attach separate pages)

This application is for:
See section 5.1.2. of the Guidelines for verification.

☐ Restricted Certification (CR) (Grandfathering)
☐ Conditional Certification (C) (temporary) - **Complete Part II Also**

SECTION A

DATE OF APPLICATION:_____

NAME:_____ POSITION TITLE:_____

ADDRESS:_____

_____

_____ POSTAL CODE_____

PRESENT EMPLOYER:_____ FACILITY ☐ Landfill ☐ Compost

SUPERVISOR:_____ NAME OF FACILITY:_____

APPROVED TONNES/YEAR:_____

WORK ADDRESS:_____

_____

POSTAL CODE

WORK FAX WORK PHONE NUMBER

SECTION B **EDUCATION AND TRAINING**

Enclose with this application: Grade 12 diploma or GED diploma, or transcript of marks showing highest grade completed or related Post secondary education .

INSTITUTION	GRADE COMPLETED	BEGAN	ENDED
_____	_____	____/____ month year	____/____ month year

RELATED COURSES

On a separate piece of paper, list all courses you have taken that are **related** to waste management operations. Include conferences, seminars, and all courses. **Attach verification and a description of all courses.** The description should include the topics covered and time spent on each.

SECTION C **SUMMARY OF EXPERIENCE**

PRESENT POSITION

LIST DUTIES: (include hours per day and % of time spent operating utilities, attach a description of duties in each area)

_____

_____

Please attach a description of previous applicable experience. If more space is required, please attach a separate page.

EMPLOYMENT COMMENCED: _____/_____
month year

OPERATOR APPLICANT:

_____
SIGNATURE

VERIFICATION BY SUPERVISOR:

_____
PRINTED NAME AND TITLE

_____
SIGNATURE

....over

Note: Part II Section A, B, and C are to be completed by the current employer

PART II

To be used when applying for conditional (C) (temporary) certification.
TYPE OR PRINT ALL INFORMATION (if more space is required, please attach separate pages)

SECTION A **FACILITIES OPERATED**

Description of all facilities operated:

_____

_____

_____

SECTION B **JOB DESCRIPTION**

Include level of responsibility and scope:

_____

_____

_____

SECTION C **REASON FOR NOT APPLYING FOR FULL CERTIFICATION**

_____

_____

_____

SECTION D: How long is the conditional certificate required and what measures will be taken to comply with full certification requirements?

_____

_____

_____

_____

_____

NAME OF EMPLOYER APPLICANT: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____

Municipal Program Development Branch
Certification Section
Alberta Environment

This form is to be used for Applications for Conditional Certificates until December 31, 2001. After that date new forms will be available from the Municipal Program Development Branch.

APPLICATION INSTRUCTIONS FOR CERTIFICATION
ALBERTA ENVIRONMENT
MUNICIPAL WASTE MANAGEMENT FACILITY
OPERATOR CERTIFICATION PROGRAM

General

This form should be used for all applications until **December 31, 2001** only. It is to be used for applications for Operator certification under the Alberta Environment Municipal Waste Management Facility Operator Certification Program. It is intended for first-time applications as well as subsequent applications.

To receive full credit for all education and experience, the form **MUST** be filled out completely.

Incomplete forms WILL be returned.

Section A - Personal Information

This information is necessary if personal files are to be complete. Please fill it out completely. Type or print clearly.

Section B - Education

A photocopy of the diploma or a transcript indicating the grade completed **MUST** accompany the application.

The Alberta Department of Education will provide high school transcripts if a request is sent to:

Transcripts, Alberta Learning
2nd Floor East, 11160 Jasper Avenue
EDMONTON, AB, T5K 0L2
(780) 427-5732

Copies of any Post Secondary degrees, diplomas, or certificates must accompany the application. Further information will be required if the Certification Advisory Committee has not evaluated the course of study.

Section C - Related Courses

A list of all related courses should be attached. Proof of completion must be attached. Continuing Education Units (CEUs) will be given for the courses that have been reviewed by Alberta Environment. Other courses must have complete descriptions attached for review. Descriptions must include a general description, agency providing course, topics and time spent on each topic.

Section D - Request for Level/Category

Please indicate the category and level of certification for which you are applying by using the appropriate sheet for each category (i.e. landfill or compost facility).

Exams can be rewritten after a six-month waiting period. Candidates must rewrite within one year. Other restrictions may apply regarding rewrites. Please see the Guidelines for further information (Section 6.3).

If an operator is progressing to a higher level (i.e., landfill IIB to II A) a minimum of 1 year between exams is required.

If a specific exam date and location is desired, please indicate it in the space provided. If this space is left blank, a schedule will be sent when the application is approved.

Section E - Operating Experience

This section **MUST** be completed with details. A separate page for each category (i.e. landfill facility or compost facility) is required. Applications that are not complete or are not signed by a supervisor **WILL** be returned.

Section F - Applicant's Declaration

The application **MUST** be signed and dated by the **APPLICANT**

Section G - Verification by Supervisor

The application must be signed by the applicant's Supervisor.

Section H - Other

This space is for any other information the applicant wishes to provide. If using substitutions (see sections 5.3.2 and 5.4.2.) , please use this space to show how you feel you meet the requirements. Additional sheets may be attached to the application.

NOTE: All certification exams for landfill and compost facilities are 100 questions, multiple choice. Calculators may be used while writing certification exams. Also, a conversion/formula sheet will be provided.

Faxed applications WILL be accepted. They may be faxed to (780) 427-5204. All applications must be **RECEIVED ON or BEFORE** the deadline date to be considered. **NO EXCEPTIONS**.

OPERATOR CERTIFICATION APPLICATION FORM – PART A
GENERAL INFORMATION
2000/01
Alberta Environment
Municipal Waste Management Facility Operator Certification Program

Type or Print **Clearly** All Information

SECTION A – PERSONAL INFORMATION

Name:_____ Position Title:_____

Mailing Address: _____

_____

_____

Postal Code

Are you Currently Certified with **Alberta Environment?** Yes:____ No:_____ Certificate Number:_____

Current Employer: _____ Facility Name:_____

Work Address: _____

_____

Postal Code

Work Phone Number:_____ FAX Number: _____

Supervisor's Name: _____ Supervisors Title: _____

SECTION B - EDUCATION –. A photocopy of the diploma or a transcript indicating the grade completed must accompany the application. Attach a copy of verification of high school/GED completion (if not already on file).

applications will NOT be accepted without Education Verification.

Related Post Secondary Education:

Institution:_____ Diploma or Grade Completed:_____

SECTION C – RELATED COURSES – A list of all related courses should be attached. Proof of completion **must** be attached. Continuing Education Units (CEUs) will be given for the courses that have been reviewed by Alberta Environment. Other courses must have complete descriptions attached for review. Descriptions must include a general description, agency providing course, topics and time spent on each topic.

Course Title	Date:
_____	_____
_____	_____

If you have submitted a list of courses previously, they need not be listed again.

Experience Summary Page(s) must accompany this application

Deadlines: Applications must be received **ON OR BEFORE**: January 20, April 10, and September 20 – Each Year ***NO EXCEPTIONS***

Municipal Program Development Branch
Environmental Science
Alberta Environment
Mailing Address: 9820 – 106 Street
Edmonton, AB, T5K 2J6
FAX: (780) 427-5204

Good for 2000/01 Only

OPERATOR CERTIFICATION APPLICATION FORM – PART B – LANDFILL OPERATIONS

SECTION D – Application for **Landfill Operations** Certification Level II ☐A ☐B ☐C ☐D
CHECK THE APPROPRIATE BOX III ☐A ☐B ☐C ☐D

Exam Location and Date Requested: _____

_____

SECTION E – EXPERIENCE

SUMMARY OF LANDFILL OPERATIONS EXPERIENCE:

Date Current Position (Employment) Commenced: Day_____Month_____Year_____
For previous positions attach additional pages with appropriate information

Approved Capacity of Facility: _____ Tonnes/year or facility level

Duties: Provide a description of operation duties and level of responsibility in landfill operations. Also attach a copy of your current position description.

_____

_____

_____

_____

_____

_____

Estimated hours per day spent in landfill operations:_____

When applying for IIA or B or Level IIIA or B Certification a copy of your company/agency organization chart MUST accompany your application.

_____

SECTION F – DECLARATION OF APPLICANT

I_____confirm that the information on this application is true and accurate to the best of my knowledge.
Printed Name

Signature of Applicant:_____ Date:_____

_____

SECTION G – VERIFICATION BY SUPERVISOR (All applications MUST be verified)

I_____ confirm that the above information concerning landfill operations.
Supervisor Printed Name and Title

All Experience and listed above is true and accurate to the best of my knowledge.

Supervisor's Signature:_____ Supervisors Comments:_____

_____

_____

SECTION H – OTHER – The minimum requirements for Certification are outlined in the Certification Guidelines and the Application Instructions. Substitutions are possible. If you are using the allowed substitutions, indicate how you feel you meet the requirements. This space may also be used for any other comments you may have.

_____

_____

_____

_____

This form must be used for all applications submitted in 2000 and 2001. After December 31, 2001, this form cannot be used and new forms will be available from the Municipal Program Development Branch

OPERATOR CERTIFICATION APPLICATION FORM – PART B – COMPOSTING OPERATIONS

SECTION D – Application for **Composting Operations** Certification Level
CHECK THE APPROPRIATE BOX

I ☐A ☐B ☐C
II ☐A ☐B ☐C

Exam Location and Date Requested: _____

_____

SECTION E – EXPERIENCE

SUMMARY OF COMPOSTING OPERATIONS EXPERIENCE:

Date Current Position (Employment) Commenced: Day_____Month_____Year_____
For previous positions attach additional pages with appropriate information

Approved Capacity of Facility: _____ Tonnes/year or facility level

Duties: Provide a description of operation duties and level of responsibility in composting operations. Also attach a copy of your current position description.

_____

_____

_____

_____

_____

_____

Estimated hours per day spent in composting operations:____

When applying for IA or Level IIA Certification a copy of your company/agency organization chart MUST accompany your application.

_____

SECTION F – DECLARATION OF APPLICANT

I_____confirm that the information on this application is true and accurate to the best of my knowledge.
Printed Name

Signature of Applicant:_____ Date:_____

_____

SECTION G – VERIFICATION BY SUPERVISOR (All applications MUST be verified)

I_____ confirm that the above information concerning composting operations
Supervisor Printed Name and Title

All Experience and listed above is true and accurate to the best of my knowledge.

Supervisor's Signature:_____ Supervisors Comments:_____

_____

_____

SECTION H – OTHER – The minimum requirements for Certification are outlined in the Certification Guidelines and the Application Instructions. Substitutions are possible. If you are using the allowed substitutions, indicate how you feel you meet the requirements. This space may also be used for any other comments you may have.

_____

_____

_____

_____

_____

This form must be used for all applications submitted in 2000 and 2001. After December 31, 2001, this form cannot be used and new forms will be available from the Municipal Program Development Branch

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